



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.1.2	Subject: POLICY MANAGEMENT SYSTEM
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 4 and Attachments
Section 1: General Administration	Effective Date: May 1, 1996
Signature: /s/ Bill Slaughter, Director	Revision Dates: 04/06/01; 06/14/01; 09/04/01; 12/20/01; 01/06/06; 04/18/06

I. POLICY

The Department of Corrections policy management system will govern the development, revision, approval, and distribution of all Department policy and corresponding operational procedures.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. REFERENCES

- A. 2-6-102, 2-15-112, 53-1-203; *Montana Code Annotated*
- B. 4-4012, 4-4013, 4-4014, 4-4023; *ACA Standards for Adult Correctional Institutions, 4th Edition*
- C. *DOC Policy 1.1.1, Purpose, Mission, and Management Philosophy*

IV. DEFINITIONS

Policy Directive – A Department of Corrections (DOC) internal management document that provides the principles and directives by which Department divisions, facilities and programs will operate.

Operational Procedure – An internal management document developed at the division, facility or program level that provides staff with direction on how to implement a policy, action or program.

Operations Manual – A manual, which may be either paper or electronic, containing, at a minimum, Department policy and operational procedures specific to Department divisions, facilities, and programs.

File Server – The computer location in which Department policy is maintained for access by Department employees.

Glossary of Terms – A compilation of standardized definitions used in Department policy.

Policy Archives – The paper and electronic storage locations of all revised or obsolete Department, division or facility policy and procedures.

Policy Unit – The office of the staff position that administers all policy-related matters for the Department to ensure policy and procedures are developed and managed in accordance with the provisions of this policy.

Designated Staff – For the purpose of this policy, the administrators, staff members, or subject

Policy No. DOC 1.1.2	Chapter 1: Administration and Management	Page 2 of 4
Subject: POLICY MANAGEMENT SYSTEM		

matter expert work group facilitators from each division or facility designated to coordinate with the policy unit to ensure accurate and timely policy development, review and distribution.

V. DEPARTMENT DIRECTIVES

A. Access

1. Department policies will be accessible to all employees, offenders, and the public unless restricted in accordance with the statutory authority of Mont. Code Ann. § 2-6-102.
2. Restricted policy and operational procedures will be maintained in secure locations and accessible only to authorized staff.
3. The Department Director, Policy Unit, Investigation and Compliance Monitoring Bureau, Legal Services Bureau, and Training Bureau will have direct electronic access to all division and facility restricted policy and operational procedures.
4. Unrestricted Department policies will be posted on the Department of Corrections website.

B. Coordination

1. Department policy will govern the Department divisions and facilities that include Centralized Services, Human Resources, Montana Correctional Enterprises, Adult Secure Facilities, Youth Services, and Community Corrections.
2. Department policy will include an “applicability” clause to identify the divisions and facilities to which a Department policy applies.
3. The policy unit will be the central repository for all Department policy and will have immediate electronic access to current and archived division and facility policy and procedures.
4. Designated staff from each division or facility will coordinate with the policy unit to ensure accurate and timely policy development, review and distribution.

C. Format

1. Department policy directives will be developed and organized according to a standard format (see sample, see Attachment A).
2. Montana State Prison and Montana Women’s Prison operational procedures will be developed and organized according to a standard format (see sample, Attachment B).
3. Any deviation from standard format must be approved by the policy unit.
4. Montana Correctional Enterprises, Youth Services, and Community Corrections will develop policy and procedure formats standardized to their divisions in coordination with the policy unit.
5. For consistency throughout all policy documents, standardized definitions will be used to the extent possible.

Policy No. DOC 1.1.2	Chapter 1: Administration and Management	Page 3 of 4
Subject: POLICY MANAGEMENT SYSTEM		

- a. there will be only one definition per term; and
 - b. the glossary of terms, located in the file server, will be updated each time a definition is created or revised.
6. Restricted distribution policies will be designated by the letters “RD” in red immediately following the policy number on the document and will be clearly marked RESTRICTED DISTRIBUTION on each page.

D. General Review

1. All interested parties, whether employees, offenders, or the public, may comment at any time on Department policy on the required policy comment form (see Attachment C).
2. Submitted comments will be reviewed with affected division or facility administrators and considered for immediate action or for inclusion in policy in accordance with the annual review schedule.
3. Department policy may be revised as needed as legislative, legal or mission needs dictate.

E. Annual Review

1. All Department policy will be reviewed annually and updated as needed.
2. All division, facility, and program operational procedures will be reviewed annually and updated as needed.
3. Division and facility staff will review operational procedures for compliance with new or revised Department policy.
4. The policy unit will:
 - a. post an annual review schedule on the file server by which division and facility designated staff may review and comment upon applicable Department policy;
 - b. be available to provide policy development assistance to designated staff;
 - c. edit and format submitted policy as needed and circulate revised drafts to designated staff on a 10-day review cycle;
 - d. review, discuss, and incorporate recommendations;
 - e. maintain a record of review by the Department’s Legal Services Bureau to assure compliance with all applicable statutes and case law; and
 - f. submit policy to the Department director and management team for final review and approval.
5. Designated staff will:
 - a. submit policy revision comments to the policy unit in accordance with the scheduled draft due dates, i.e., 30 days before the scheduled review period;
 - b. use a standard format for comments on drafts: all new language will be double underlined and highlighted in yellow and all deleted language will be noted as a strikeout;
 - c. forward the revised policy unit drafts to all key and affected staff for input; and

Policy No. DOC 1.1.2	Chapter 1: Administration and Management	Page 4 of 4
Subject: POLICY MANAGEMENT SYSTEM		

- d. ensure comments are sent to the policy unit within the 10-day review cycle; comments received after the review deadline will be filed and considered on the next annual review cycle.

F. Distribution

1. The policy unit will issue a quarterly policy bulletin to inform all correctional staff of policy changes in conjunction with the electronic filing of all new and revised policies.
2. Administrators and supervisors will inform employees of policy changes and may require signatures to indicate employee awareness of new information; it is the responsibility of affected staff to read and understand the provided information.

G. Archives

1. The policy unit, and division and facility administrators are responsible for the permanent retention of their respective Department policies and operational procedures, and will:
 - a. maintain the original, signed copies of all policies and procedures;
 - b. maintain all revised or obsolete policies and procedures; and
 - c. establish a system to retain archived policies and procedures in electronic format.

H. Operational Procedures

1. Operational procedures will not conflict with Department policy directives; they will provide the details of how to implement Department policy.
2. Operations manuals will be periodically monitored by the Department's Investigation and Compliance Monitoring Bureau to insure compliance with Department policy.
3. Each division or facility will:
 - a. conduct an annual review of policy and operational procedures in coordination with the Department's annual review schedule;
 - b. ensure Department policy, operational procedures, post orders, and related information are maintained in operations manuals and available to staff at designated facility locations;
 - c. use a procedure title and numbering system that is consistent with Department policy; and
 - d. disseminate approved new and revised policy and procedures to staff, volunteers and, when appropriate, to offenders prior to implementation.

VI. CLOSING

Questions concerning this policy should be directed to the Department's policy unit.

VII. ATTACHMENTS

Policy Directive – Sample Format	(Attachment A)
Operational Procedure – Sample Format	(Attachment B)
Policy Comment Form (filed separately in the electronic policy manual)	(Attachment C)



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No.: DOC	Subject: SAMPLE FORMAT
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of X and Attachment
Section 1: General Administration	Effective Date:
Signature/Title:	Revision Date(s):

I. POLICY

**Font: Times New Roman 12 for text;
8 for spacing between paragraphs**

II. APPLICABILITY

III. REFERENCES (in italics below and when referenced in text)

- A. 2-6-102, 53-1-203; *Montana Code Annotated*
- B. 4-4012, 4-4013; *ACA Standards for Adult Correctional Institutions, 4th Edition*
- C. *DOC Policy #, Title*

IV. DEFINITIONS

Word to be Defined – (concise definition; refer to Glossary of Terms)

V. DEPARTMENT DIRECTIVES

A. A main direction statement

1. Sub-direction related to main direction statement

a. next level of direction, if needed

1) next level, if needed

a) next level, if needed

(1) next level, if needed

(a) next level, if needed

VI. CLOSING

Questions concerning this policy should be directed to ...

VII. ATTACHMENTS

Title of attachment or form (Attachment A)



**DEPARTMENT OF CORRECTIONS
NAME OF DIVISION OR FACILITY
OPERATIONAL PROCEDURE**

Procedure No.: Initials & #	Subject: SAMPLE FORMAT
Reference: DOC Policy No.	Page 1 of X and Attachments
Effective Date:	Revision Date(s):
Signature/Title:	

I. PURPOSE

(a brief statement of purpose for the procedure, e.g., to establish procedures to ensure accountable and safe use of tools.....)

II. DEFINITIONS

Word to be defined - (consistent with DOC glossary of terms to the extent possible)

III. PROCEDURES

B. A main direction statement

1. Sub-direction related to main direction statement
 - a. next level of direction, if needed
 - 1) next level, if needed
 - a) next level, if needed
 - (1) next level, if needed
 - (a) next level, if needed

IV. CLOSING

Questions concerning this procedure should be directed to ...

V. ATTACHMENTS

Title of attachment or form (Attachment A)



and my comments are as follows:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Instructions:

1. Please include work location or contact information on this form.
2. Use a separate comment form for each referenced policy.
3. Include page and section number to which comment applies.
4. Forward completed form to the Department's Policy Unit by email at: mgreene@mt.gov, or mail to: Policy Unit, Montana DOC, P.O. Box 201301, Helena, MT 59620.